



AD HOC OPEN GOVERNMENT COMMITTEE

MEETING AGENDA

February 1, 2016

Snohomish Senior Center

5:00-7:00 pm.

Meeting Goals

- Introduce committee members and provide an overview of the upcoming process.
- Begin work on a set of “guiding principles” for open government for the City of Snohomish.

5:00 Welcome and Meeting Overview

Margaret Norton-Arnold, Committee Facilitator

5:05 Member Self-Introductions: One Minute, Please!

All Committee Members

5:15 Overview of the Committee’s Role – Expectations from the City Council

Larry Bauman, Snohomish City Manager

Karen Guzak, Mayor, City of Snohomish

5:30 Current City Policies and Programs for Citizen Engagement

Committee members Discussion with Larry Bauman

5:50 Committee Brainstorming: Goals for An Open Government

Margaret with Committee Members

6:30 Upcoming Focus Groups: Committee Suggestions for Questions

Margaret with Committee Members

6:45 Public Comment

6:55 Final Questions and Comments – Next Steps – March Meeting

Margaret with Committee Members

7:00 Adjourn

Meeting Preparation and Discussion Guide

This is the first meeting of the Ad Hoc Open Government Committee for the City of Snohomish. Welcome to the process!

There are a few homework assignments in advance of the meeting. Please take a look at the materials that have been provided as general background information regarding public participation techniques used in other cities. Also, Larry Bauman has provided you

with an overview of the current programs and policies that guide public engagement for Snohomish. Please review this; we will not have a long presentation about this at the meeting, but there will be time for you to ask Larry questions about the material. All of you participated in telephone interviews with Margaret in mid-December. A report on those interviews has been sent to you; please review this prior to the meeting.

We'll start the meeting with general introductions from all of you – please be brief (about one minute) and describe a little bit of your background, as well as your reasons for wanting to serve on the Open Government Committee.

Larry Bauman and Mayor Karen Guzak will describe their visions for the committee's work; especially what the City Council is expecting and the ways in which the committee might be most useful and productive to elected officials.

The bulk of the meeting will be committee discussion on a set of guiding parameters, or goals, for the City's public engagement program. Thinking at a high level (we will dive into the weeds later), what are some overarching goals you believe the City should be striving for as it communicates with, and involves, its citizenry in City programs, plans, and policies?

There are two sources of inspiration for this discussion. First, you may find some ideas in the background materials that Larry has sent. Second, take a look at the interview results report, which is a collection of ideas from all of you. A few ideas for these goals from Margaret, based on the interview results, include:

- *The City should strive to make all of its electronic communications (for example, the website), as easy to use, comprehensive, and accessible as possible.*
- *The City should develop communication efforts that actively invite and encourage people to participate in the City's business.*
- *City leaders should understand, and prioritize, those issues or proposed developments that are likely to be the most controversial, take pains to ensure that any information about those issues is broadly shared, and actively invite citizen participation in any decisions related to those issues.*

Again, these are just examples of possibilities, but the point is to stay at a relatively high level (goal setting) at this first meeting. If we can establish a pretty solid list of goals at this first meeting, we'll then be able to fill in the details for more specific recommendations at future meetings.

Another piece of work being conducted for the open government process are a couple of focus groups. We'll take a few minutes at the meeting to describe the focus group process, and also ask for your comments and suggestions on the questions to be asked.

Thank you for agreeing to serve on this important committee for the City of Snohomish. We all look forward to a productive meeting on February 1.